

Vehicle Operations

Job Type: Air AGR Vacancy

Job Number: 15-24

Location: Selfridge Air National Guard Base - Harrison, Michigan

Rate: E6/TSGT

Open Period: February 11, 2015 through **March 12, 2015**

MICHIGAN NATIONAL GUARD

Human Resource Office

3423 Martin Luther King Jr. Blvd.

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AIR NATIONAL GUARD

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-24

TOUR LENGTH: INITIAL TOUR FOUR YEARS

CONTINUATION TOUR SIX YEARS

OPENING DATE: 11 FEB 2015 CLOSING DATE: 12 MAR 2015

POSITION TITLE: VEHICLE OPERATIONS

POSITION GRADE: E6/TSGT

POSITION AFSC: 2T171

ASVAB SCORES: M: 40 A: G: E: IAW AFECB

LOCATION: 127TH WG SELFRIDGE ANGB MT CLEMENS MI

WHO CAN APPLY:

AREA 1: ON-BOARD PERMANENT ACTIVE GUARD RESERVE (AGR) AND ON-BOARD
PERMANENT DUAL STATUS TECHNICIANS OF THE MICHIGAN AIR NATIONAL GUARD
(TENURE I OR II STATUS)

MINIMUM GRADE E1/AB

MAXIMUM GRADE E6/TSGT

AREA 2: OPEN TO ALL CURRENT TRADITIONAL GUARD MEMBERS OF THE MICHIGAN AIR
NATIONAL GUARD

MINIMUM GRADE E1/AB

MAXIMUM GRADE E6/TSGT

AREA 3: OPEN TO THOSE ELIGIBLE FOR ENLISTMENT IN THE MICHIGAN AIR NATIONAL GUARD AT THE E1/AB RANK OR HIGHER

MINIMUM GRADE E1/AB

MAXIMUM GRADE E6/TSGT

(PRIOR MILITARY MEMBERS NEED TO SUBMIT DD 214 OR NGB 22 TO VERIFY ELIGIBILITY

PER ANGI 36-101 ANY APPLICANT SELECTED WHO DOES NOT POSSESS THE AFSC, MUST SIGN AN AGREEMENT TO RETRAIN

Enlisted Airmen who apply for a position which would cause an overgrade MUST indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen. Acceptance of demotion MUST be in writing and included in the application package.

POSITION INFORMATION

BRIEF DESCRIPTION OF DUTIES:

- Operates, cleans, services and performs preventative maintenance on government motor vehicles.
- Prepares, reviews, and maintains vehicle operator forms, records, and reports.
- Conducts pre- and post-operation vehicle inspections and documents results.
- Conducts dispatch operations through planning and scheduling of vehicle operations resources to meet transportation support requirements.
- Designates and coordinates shuttle bus and mass transportation requirements.
- Manages school bus transportation.
- Develops taxi zones or stands.
- Maintains records and logs.
- Controls and safeguards trip kit and packet supplies and equipment such as national credit cards, tickets, and fuel coupons.
- Serves as unit control center and initiates quick reaction checklists, operations plans, and personnel recalls.
- Coordinates and schedules documented cargo movement.
- Uses automated and non-automated tracking processes for cargo accountability and maintains

applicable forms.

- Reviews records and logs to ensure proper turn in of accountable documents.
- Provides transportation services for distinguished visitors and special events.
- Plans and coordinates special arrangements with protocol functions.
- Displays appropriate customs and courtesies.
- Administers installation driver qualification and licensing program.
- Serves as liaison with state, local and host nation authority on licensing matters; ensures compliance by base agencies.
- Initiates vehicle trainer background checks.
- Coordinates and maintains vehicle plans and instruction.
- Documents and tracks reported cases of vehicle misuse.
- Reviews contingency, mobility, and natural disaster plans to determine support requirements.
- Establishes sub motor pool procedures and implements deployment and redeployment actions.
- Prepares and conducts convoy operations.
- Operates vehicles while in mission oriented protective postures.
- Reviews mission capability statement to determine training and equipment requirements for deployments.
- Conducts night operations to include operating vehicles in blackout conditions with night vision goggles and global positioning systems.
- Determines and implements personal and collective security measures for convoy and in-garrison operations.
- Develops and implements tactics, techniques and procedures commensurate with combat operational requirements.
- Identifies and establishes required bare-base vehicle operations activities.
- Conducts operations under communications blackout conditions.
- Supports personal details.
- Manages work centers.
- Establishes work methods and performance standards.
- Develops operating and administrative procedures.
- Develops cost center resource requirement estimates.
- Compiles operating costs and maintain expense records.
- Prepares and defends budget.
- Allocates and inspects facilities and equipment.
- Conducts self-inspections.

- Investigates accidents or incidents within functional areas.
- Coordinates manning requirements with manpower personnel.
- Evaluates services provided by vehicle operations.
- Negotiates support agreements.
- Advises commander, staff, and operating agencies of availability, limitations, and requirements for motor vehicles and personnel.
- Monitors and coordinates on military construction projects.
- Establishes a local permissible operating distance.
- Makes official use of government vehicle determinations.
- Evaluates and approves special requests.
- Reviews, interprets, and validates records, directives, and documents.
- Performs as quality assurance evaluator and functional area chief.
- Develops and monitors contract transportation services.
- Coordinates with base contracting.

SPECIALTY KNOWLEDGE:

- Knowledge is mandatory of: vehicle operation, official use of government vehicles and equipment; dispatch operations, driver qualification and licensing functions; evaluating, staffing, and negotiating transportation support agreements; evaluating requirements and developing operating procedures to support contingency and mobility operations; custodial responsibilities; budget preparation; and developing and monitoring contracted services.
- For entry into this specialty, completion of high school is desirable.
- For award of AFSC 2T131, completion of the Vehicle Operators Apprentice course is mandatory.
- The following experience is mandatory for award of the AFSC indicated:
- 2T171 Qualification in and possession of AFSC 2T151.
- Also, experience performing or supervising functions such as vehicle dispatch, planning and scheduling transportation support, administering driver qualification and licensing program, developing cost center resource estimates, or investigating accidents or incidents.
- The following are mandatory as indicated:
- For entry, award, and retention of these AFSCs:
- Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
- Must maintain eligibility to deploy and mobilize worldwide. Of the three assignment limitation codes, C-1, C-2, and C-3, those coded C-1 or C-2 with approved waivers for PCS/Deployment are acceptable provided they are capable of performing the core tasks of AFSC 2T1XX.

- Normal color vision as defined in AFI 48-123, Medical Examinations and Standards.
- For award and retention of these AFSCs must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professionals.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

HOW TO APPLY: Individuals who meet the Duties, Responsibilities, and Special Information Criteria for this position must submit a complete AGR application package to: ng.mi.miarng.mbx.jobs-staffing@mail.mil

1. DO NOT send application directly to the HRO Office (hand carry, US Post Office, etc). In the event that an applicant is unable to use the email address provided (I.E. rejection email) or is a deployed Airman without accessibility please call 517-481-7708 and you will be provided additional instructions. Applicants must provide documentation in the event that this occurred (I.E. rejection email).

2. *AT A MINIMUM YOUR PACKET SHOULD INCLUDE THE FOLLOWING:

a. COMPLETED NGB FORM 34-1 signed and dated with the job announcement and title. (Do not submit an SF Form 171 or OF 612). Due to personal identifiable information (PII) concerns contained within Air AGR packets, we are requesting that all applications for Air AGR positions omit their home of record and social security number upon submission.

b. Military Personnel Report on Individual Personnel (RIP) from either the vMPF or MilPDS no more than 30 days old.

c. An official fitness score of 75% or higher within 1 year (from the AF portal).

*Applications without all the required supporting documentation will not be considered and will not be returned.

3. Applications must be received by 2359 hours on the closing date of this vacancy announcement. Further information may be obtained by contacting the AGR Personnel Office: MSGT Shane K. Reynolds 517-481-7708, DSN 623-9708. Prior approval required for last minute faxed applications.

NOTES

EEO POLICY: The management of AGRs will be free of discrimination based upon race, color, religion, sex, national origin and age IAW ANGI 36-7, ANG Military Equal Opportunity Program.

ENTRY QUALIFICATION PER ANGI 36-101

1. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.
2. Enlisted personnel applying for Officer position must be eligible for commissioning upon selection for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.
3. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards. Airmen with a DD Form 469, Duty Limiting Condition Report reflected at the time of an AGR physical package evaluation, will not be deemed medically qualified. However, accession of a member is possible as long as the member is medically cleared of any Duty Limitation Code (DLC)/medical profile prior to starting an AGR order.
4. Personnel must have retainability to complete the tour of military duty.
5. Applicants are subject to personal interview upon notification of time and place. Necessary travel will be at the applicant's own expense.
6. Pregnant females are eligible to apply for AGR tours. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
7. Initial AGR tour orders are probationary. Individuals selected for continuation until retirement and electing Career Status Bonus (CSB) must be extended to the date they will achieve 20 satisfactory active duty years on their AGR orders.
8. Voluntary release from the AGR program prior to completion of tour is contingent upon approval of the Adjutant General of Michigan.